

## The Minnesota Quality Improvement & Registry Tool

### 7.0 Creating an Organization Profile

Organization Profile ayaa laga dhaxsamayn karaa gudaha Individual Accounts ka. Accouns yadan ayaa isku xidhman doona waxaana jiri doona meel laga aado qoraalada hoos udagan.

1. Ka gal Develop halkan [www.developtoolmn.org](http://www.developtoolmn.org). Kudhufo **Login** kadib marlaabaad meesha raadinta gali email adresskaaga iyo furahaaga.
2. Waxaa jira lab wadooyin oo aad ugu darikartid Organization Profile accountigaaga. Waxaad kudhufan kartaa **+ Organization Profile** ee qoraalada hoos udagan ama **Add Organization Profile** ee qoraalada dhinaca midigta kujira.

The image shows two screenshots from the Develop tool interface. The left screenshot shows a user profile dropdown menu for 'Peter Rabbit' with options: 'Peter Rabbit', 'Change Password', 'Organization Profile' (highlighted with a red box), and 'Logout'. The right screenshot shows the 'Organization Profile Management' page with the heading 'Do any of the following apply to you?' and two checked options: 'You would like to link an existing organization profile to your account' and 'You would like to add a new organization profile to your account'. A red box highlights the 'Add Organization Profile' button at the bottom of the page.

Or click on

# Organization Profiles

## 3. Kudhufo **Create Profile**.

### Organization Profile Lookup

Please enter the organization ID to request access to the organization profile. This is not a license number.

Organization ID

Required

Find Profile

Need a New Organization Profile?

If you need to create a new organization profile, please click "Create Profile" to begin organization profile setup.

Create Profile

## 4. Hubi akhbaartaada taxan, kajawaab suaasha kusaabsan bixinta daryeelka iyo/ama waxbarashada, kadibna kudhufo **Next**.

Contact Info	ID Numbers	Organization Type	Address
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### Organization Registration

Please fill out the form below to register your organization. Fields marked with \* are required. Use the [Contact Us](#) form if you have any questions or concerns about the organization registration process.

If you are an individual attempting to join Develop to track your professional development and obtain a career lattice step please [join as an individual](#).

#### Contact Information

The person you select as your contact person is the person who will be contacted regarding all matters related to this organizational account. Please choose your contact person with that in mind.

First Name\*  Last Name\*

Email Address\*

Phone  -  -  Ext.

# Organization Profiles

**Does this organization provide care and/or education to children?**

This website is designed to serve a wide variety of organizations in the early learning and school-age care field. Some organizations work directly with children while others work with the adults who educate and care for children, and still others work in the community more broadly. Your organization may do more than one of these. In this question, we want to identify whether your organization provides care and/or education directly to children. Your organization may also provide other supports and services, but please indicate here whether one of the supports your organization regularly provides is direct care and education to children.

Yes, this organization provides direct care and/or education to children

No, this organization does not provide direct care and/or education to children

[Next »](#)

5. Kuqor akhbaartaada Organization ka meelahan:

- Minnesota Department of Human Services (licensing)
- Tribal license
- School district information
- Partnership with school-based pre-k program
- Head Start grantee or site
- Child Care Assistance Program

Maraad dhamayso, kudhufo **Next**.

6. Kuqor nooca uu yahay Organization ka iyo hadii aad tahay tababar bixiye.

**Organization Type**

**Parent Aware Application Type \***

If you apply for Parent Aware, this will be your application type.

-- Select Track --

**Training Sponsor Organization**

Check if your organization is a sponsor of training events. Doing so will allow you to enter training events into the system.

CEU Provider

MNCPD recognizes CEUs awarded by accredited institutions of higher education and organizations with current accreditation from the International Association for Continuing Education and Training (IACET). (<http://www.iacet.org/>)

7. Dooro Aqoonsiga Barnaamijkaaga qoraalka soobaxay kadina kudhufo **Next**.

**Program Accreditation**

Select the accreditations your program holds

-- Select Accreditation -- [Add](#)

[Next »](#)

8. Boga xiga ee diwaangalinta fasalka, diwaangalinta barnaamijka, iyo Jinsiyada Caruurta diwaangashan waa ikhtiyaar.

# Organization Profiles

9. Dooro marka barnaamijkaaga furanyahay oo u adeegayo caruurta (su'aashan wa lagaaga bahanyahay). Kudhufo **Next**.

When is your program open and serving children? (Please choose the one answer that best fits.)

Full calendar year

If your program closes (is not serving children) for two or more consecutive weeks at any time during the year, please describe below when your program is closed. Please be as specific as possible.

This program is closed during the following timeframe each year:

Next >

10. Boga ugu danbeeya, waxaad xaqiijin doontaa ciwaankaaga Organization ka, telefoonka iyo sidaad jeceshahay in laguulag soo xariiro. Kudhufo **Submit**.

Additional Info

Enter any additional information about your organization that you would like to appear on this web site.

Communication Preferences

The MNCPD sends periodic communications.

Unsubscribe  
● You will not receive informational emails from MNCPD, but you will continue to receive emails regarding your account.

Subscribe  
● You will receive informational emails from MNCPD in addition to emails regarding your account.

Submit

11. Shaqaalaha Develop ayaa kula soo xariiri doona si aad u xaqiijiso akhbaarta account gaaga.

## DEVELOP HELP DESK

844-605-6938 § [support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com)

Fadlan la soco in saacadaheena shaqada sidoo kale isbadaleen. Saacadaha cusub ee lala xiriirayo ayaa hoos lagu muujiyey:

- Saacadaha Joogtada ah: Isniinta, Arbacada iyo Jimcaha 8 subaxnimo ilaa 5 galabnimo;

- Saacadaha la kordhiyay: Talaadada iyo Khamiista 8 subaxnimo ilaa 7 fiidnimo

Caawinta luqadda iyo caawimaadda tarjumaadda af-soomaaliga, fadlan soo wac Khadadka Helitaanka Luqadda oo ah

612-345-9182

ama nala soo xiriir annaga oo u diraya emayl

[support@develophelp.zendesk.com](mailto:support@develophelp.zendesk.com)